

23 February 1976

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
✓ Director of Personnel
Director of Security
Director of Training

SUBJECT : Review of Supergrade Positions

1. The Management Committee recently accepted a proposal relating to the management of supergrade positions. It was agreed that the Office of Personnel/PMCD would conduct immediately an Agency-wide supergrade position review. The review will take into account Directorate recommendations, all current existing supergrade positions, and any additional senior positions which appear to merit supergrade consideration. This Directorate has been asked to prepare within the next month its listing of supergrade recommendations.

2. While it is not necessary to rank your supergrade positions, it might be well to cite those with perhaps a somewhat lesser justification at the end of the list. If positions have changed significantly, or if certain positions are recommended for upgrading, it is necessary to provide a rationale or justification for that action. This is your opportunity to take a new look at your supergrade requirements and make appropriate recommendations. It would be appreciated if your recommendations were submitted to this office by Monday, 15 March 1976. The following format is to be used:

<u>Position Title</u>	<u>Current Grade</u>	<u>Incumbent and Grade</u>	<u>Suggested Grade</u>
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3. Findings of PMCD will be forwarded to the Agency Supergrade Board, which will make recommendations to the DCI for his approval of the position grades and allocation of supergrade allowances for the balance of FY-1976 and the Transition Quarter.

for
John
Deputy

for
Administration

STATINTL

Distribution:

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1 - ea. Office Director